

# User's Guide



**senteo**<sup>TM</sup>  
interactive response system

**SMART**<sup>TM</sup>  
Technologies

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# Important Information

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**NOTE:** If you own a SMART product other than a SMART Senteo™ interactive response system, refer to the user's guide that came with your product for relevant warnings and maintenance instructions.

Before you use the SMART Senteo interactive response system, please read and understand the safety warnings and precautions described in this guide. These safety warnings and precautions instruct you in the safe and correct operation of the system and its accessories so you can prevent injuries to yourself, others or damage to the equipment. You must always ensure that the Senteo interactive response system is being used correctly.

## Safety Warnings

### WARNING



Failure to follow the installation instructions that ship with the SMART product could result in personal injury or damage to the product.

### WARNING



When using the Senteo interactive response system with a SMART Board™ interactive whiteboard and projector, do not stare into the beam of light created by the projector. Instruct children not to look in the direction of, or stare at, this beam of light.

### WARNING



Ensure that any cables extending across the floor to your SMART product are properly bundled and marked to avoid a trip hazard.

### WARNING



To reduce the risk of fire or electric shock, do not expose the components to rain or moisture.

### CAUTION



Use only the batteries provided or equivalent replacements. Do not attempt to recharge the batteries.

### CAUTION



Do not install batteries with the polarity (+/-) reversed.

### CAUTION



Do not dispose of batteries in a fire or incinerator.  
Dispose of batteries according to the laws and regulations of your region. If you don't know the applicable rules for your region, consult the battery manufacturer.

**CAUTION**

Never use abrasive erasers or harsh chemicals when cleaning Senteo hardware.

**CAUTION**

Do not open the receiver or clicker units to attempt repairs. Refer all service to authorized SMART service personnel.

**IMPORTANT**

You must connect the USB cable that came with your SMART product to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL Mark(s) for CAS/UL 60950. This is for operating safety and to avoid damage to the SMART product.

**IMPORTANT**

If your SMART product requires replacement parts, make sure the service technician uses replacement parts specified by SMART Technologies Inc. or parts with the same characteristics as the original.

## Compliance

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by SMART Technologies Inc. may void the user's authority to operate this equipment.

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver or clicker units.
- Increase the separation between the equipment and the product.
- Connect the affected equipment into an outlet on a circuit different from that to which the receiver's computer is connected.
- Consult your SMART service representative or an experienced radio/TV technician for help.

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# About the Senteo Interactive Response System

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## Overview

The Senteo interactive response system is an assessment tool designed to enhance learning. It facilitates summative and formative assessment by allowing you to pose a question before, during or after a lesson to find out if students are on track. You can use the feedback to help shape the rest of your lesson.

Once you've finished the lesson, you can create a question set with senteo software to evaluate learning more formally. You can feel confident that the students have answered the way they intended because they can verify and change their self-paced responses directly on the remote.

You can easily add creativity to questions by combining text with images to make questions more dynamic. The Senteo system comes with Notebook™ collaborative learning software and offers 6,000 learning objects that can be easily added to quizzes. You can write and edit notes in digital ink, import or export Microsoft PowerPoint™ presentations, and incorporate multimedia content.

The Senteo interactive response system increases one-to-one interaction by allowing you to survey and engage students and collect responses. You can use student feedback to plan lessons and personalize the learning environment.

## Features

- |  |   |
|--|---|
| • Flexible package options                 | The Senteo interactive response system includes a receiver and clickers, and is available in 24- or 32-unit packages. You can also purchase receivers individually, and clickers in packs of one and five units.                              |
| • Cross-platform support                   | You can use Senteo interactive response system with Microsoft Windows® and Mac OS operating systems.  |
| • Notebook software resources              | Use Notebook software objects to build dynamic questions with images and other multimedia content.  |
| • Flexible assessment options              | You can prepare quizzes in advance or ask instant questions.  |
| • Question variety                         | Ask true or false, yes or no, multiple choice, numeric response and more-than-one right answer questions. You can also incorporate decimals, fractions and negative numbers into questions.   |
| • Instant feedback                         | You can see how well students understand what you've taught them immediately. You can get feedback in bar graphs or pie charts summarizing the results from one question or all of them. You can also see responses from individual students. |
| • Import questions from other applications | You can import questions from Microsoft Word or questions in XML format. The Senteo system also integrates with PowerPoint presentation software.   |
| • Export results                           | You can use the Senteo system to export student answers to an Excel spreadsheet or HTML Web page.   |

- Print question sets and study guides The Senteo software allows you to print question sets as handouts so students can complete them at their own pace. You can also print result summaries so each student knows which questions they got right or wrong. You can also add teacher comments and use the summaries as study guides.
- Radio frequency technology The Senteo system's robust radio frequency technology has a range of up to 100 ft. (30 m) and doesn't need a line-of-sight path.

### **Clicker Features**

- Large LCD screen The screen displays three lines of text.
- Descriptive icons LCD screen icons show battery and connection status.
- Ergonomic design The handheld clicker is designed to fit comfortably in young hands, and the 21 input buttons are conveniently located and easy to use.
- Extended battery life Each clicker uses two AA batteries, which are long-lasting and easy to replace.

### **Receiver Features**

- Convenient connection The receiver connects easily using a USB connection and doesn't need an additional power adaptor.
- Flexible installation The receiver can be either mounted on a wall or placed on a desk.
- Convenient maintenance features LED lights indicate power status and give visual indications of sent and received information.



# Section 1: Installing the Senteo Interactive Response System

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## Environmental Requirements

Before installing or using your Senteo interactive response system, review the following environmental requirements and compliance statements.

### Temperature

Senteo interactive response system components can operate in the temperature range of 41°F to 95°F (5°C to 35°C). In addition, the product can withstand storage temperatures from -40°F to 120°F (-40°C to 50°C).

### Humidity

Senteo interactive response system components can operate in up to 80% relative humidity non-condensing.

### Water and Fluid Resistance

Senteo interactive response system components are for indoor use only and do not meet any salt-spray or water ingress requirements. Do not pour or spray any liquids directly onto the Senteo interactive response system components. These liquids might get into areas where they could damage sensitive electronic components. Refer to page 35 for detailed instructions on cleaning your Senteo interactive response system components.

### Dust and Scratching

Senteo interactive response system components are for use in office and classroom environments and are not for industrial use where heavy dust and pollutants can cause malfunctions or impaired operation. They are designed for pollution degree 1 (P1) as per EN61558-1, which is defined as “No pollution or only dry non-conductive pollution.”

### Electrostatic Discharge (ESD)

Senteo interactive response system components meet the requirements of EN61000-4-2 severity level 4 for direct and indirect ESD. No malfunction or damage up to 15kV (both polarities) with a 330 ohm, 150 pF probe (air discharge). Un-mated connectors meet 8kV for direct (contact) discharge.

### Conducted and Radiated Emissions

The narrowband radiated electric field from Senteo interactive response system components meets the limits for Class B performance as defined in EN55022/CISPR 22.

# Installing Senteo Software

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## System Requirements

### Windows Computers

Pentium® II 450 MHz processor  
128 MB of RAM (256 MB recommended)  
136 MB of free hard disk space for minimum installation  
(511 MB for full installation with Gallery collections)  
Windows 2000 operating system or later  
Microsoft Internet Explorer® 6.0 or later  
Adobe® Flash® player version 9

### Mac Computers

700 MHz processor (1 GHz or faster recommended)  
128 MB of RAM (256 MB recommended)  
Mac OS X version 10.4.8 (10.4.6 not supported)  
180 MB of free hard disk space for minimum installation  
(511 MB for full installation with Gallery collections)  
Adobe® Flash® player version 9

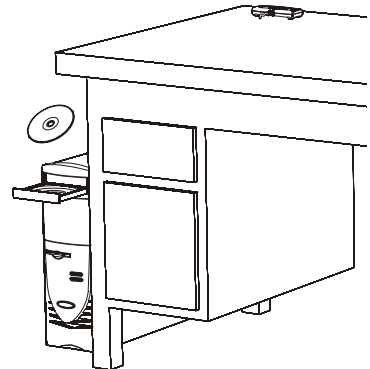
## Senteo Software Components

In the following procedures, you will install all of these software components:

- Senteo Manager software
- Driver software for the receiver
- Notebook software, including the Senteo menu

### To install Senteo software on Windows computers

1. Put the Senteo software CD into your computer's drive.  
The installation wizard appears.  
If it doesn't start automatically, locate and double-click the **SenteoSoftwareSetup.exe** file.
2. Click **Next** to start the wizard.  
The *Licence Agreement* dialog box appears.
3. Select the **I accept** option, and click **Next**.
4. Click **Next** to install the software to the default folder.
5. Click **Install** to start the installation.
6. Click **Finish** to complete the installation.  
After a short delay, a balloon message appears in the notification area.
7. Click the balloon message to create a classroom.  
A dialog box appears.
8. Type a unique classroom name into the box, and click **OK**.



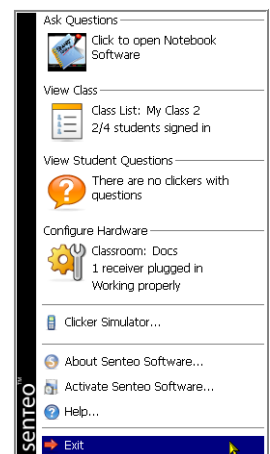
## To install Senteo software on Mac computers

1. Put the Senteo software CD into your computer's drive.  
The *Senteo Install CD* window appears.
2. Click the **Senteo** icon.
3. Click **Continue**.
4. Click **Continue** again.
5. Select the destination volume, if there is more than one.
6. Click **Install** to start the installation.
7. Click **Continue** to complete the installation.  
After a short delay, a message appears asking you to restart the computer.
8. Click **Restart**.

## To activate Senteo software

You must register your Senteo software within 30 days of installation to keep it active. You can use the steps below to activate the software using an Internet connection, or you can activate it manually.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Activate Senteo Software**.  
The *Software Evaluation* dialog box appears showing how many days you have left in the evaluation period.
2. Click the **Activate License** button.
3. Type your Senteo software's serial number and e-mail address into the boxes, and click **Next**.  
If you haven't yet purchased Senteo software, click the **Purchase Senteo Software Licence** button, and use one of the links to contact SMART Technologies.
4. If you have an Internet connection, select **Yes, I am connected**, and click **Next**.
5. Click **Finish** to complete the activation.



# Installing and Setting Up Senteo Hardware

## Connecting the Receiver to a Computer

### IMPORTANT



For operating safety and to avoid damage to the receiver, you must connect the USB connector of the interactive whiteboard *only* to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL mark(s) for CSA/UL 60950.

The receivers have a USB 2.0 full-speed peripheral interface that runs at speeds of up to 12 Mbps. The unit works with USB 2.0- and USB 1.1-compliant USB interfaces.

## Recommended Height for Mounting the Receiver

While not requiring an unobstructed line-of-sight transmission path, such as that required by infrared devices, you can operate the Senteo system over larger distances if you minimize interference, signal reflections and the number and size of objects between the receiver and the clickers.

Choose a location for the receiver that is as high as possible, and in plain view of the student's clickers. For permanent installations, you can use a USB extender so that you can mount the receiver high on a wall. To minimize interference from other radio-frequency equipment, position the receiver away from other wireless products, such as 2.4 GHz routers and cordless telephones.

### WARNING



To prevent product damage or personal injury, route the USB cable where it won't be stepped on or tripped over.

## To connect the receiver

1. For temporary installations, place the receiver on top of your desk.

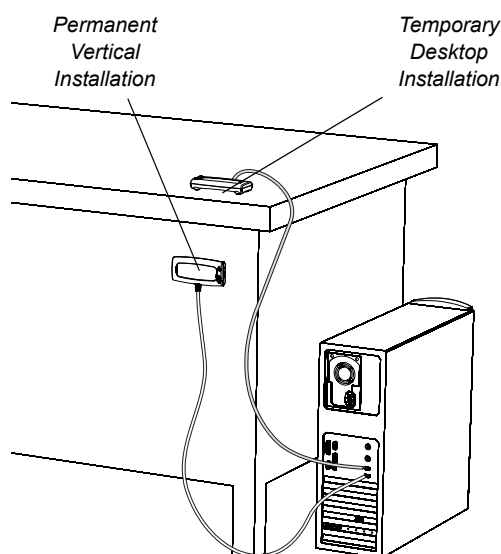
For permanent installations, you can mount the receiver on a wall or on the front of a piece of furniture using two screws (not provided).

Orient the receiver with the long side or edge facing the class as shown.

2. Insert the captive USB receiver cable's connector into an available USB receptacle on your computer.

On Windows computers, the *Add Hardware Wizard* appears.

On Mac computers, a balloon message appears indicating that the hardware is ready to use. The top LED indicator on the receiver turns red to indicate that it is receiving power.



3. If the *Found New Hardware* wizard doesn't start automatically, click **Start > Settings > Control Panel > Add Hardware**.
4. Select the **Yes, this time only** option and click **Next**.
5. Click **Next** to start the hardware installation.
6. Click **Finish** to complete the first installation cycle.  
After a short delay, the *Add Hardware Wizard* appears again.
7. Repeat steps 4 through 6.  
A balloon message appears indicating that the hardware is ready to use. The top LED indicator on the receiver turns red to indicate that it is receiving power.

### To name the classroom

**NOTE:** If you assigned a classroom name while performing the software installation procedure on page 4, you don't need to perform this procedure.

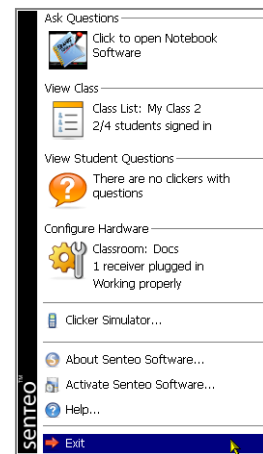
1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Configure Hardware**.

A *Senteo Configuration Wizard* appears.

**NOTE:** The wizard appears if you haven't previously assigned a classroom name. If you previously assigned a classroom name, the Senteo Manager software appears.

2. Click **Next**.
3. Type a classroom name of up to eight characters into the box, and click **OK**.

A dialog box appears saying that your installation is complete.



### Extending the USB Cable

If the provided 6' (1.8 m) USB cable attached to the receiver isn't long enough, you can use active USB extender cables, USB extenders or hubs.

The illustration to the right shows the SMART active USB extension cable (Part No. USB-XT). In some cases, you may be able to use up to four cables to extend the length to about 80' (25 m), which is the limit of the USB specification. Note that passive USB extension cables are not supported.

**NOTE:** Some computers use internal active hubs to provide more USB receptacles. The computer's operating system may see these internal hubs as external devices, limiting the number of USB extenders that you can use.

Alternately, USB extenders that use Cat 5 cabling can extend the range to approximately 325' (100 m), at a much higher cost. The more economical SMART USB extender pair (Part No. CAT5-XT) shown on the next page can extend the USB connection up to 120' (36.6 m) using an RJ45 Cat 5 cable.



These units require that you use the provided 6' 5" (2 m) cables or use cables and connectors that meet the same specifications. Impedance mismatches and poor connections can cause signal degradation and performance problems.

USB hubs should also work with receivers. If you also use streaming audio through a shared USB hub, the receiver's performance might become intermittent or otherwise unacceptable.

USB extenders and hubs must be USB 1.1 or USB 2.0 compliant to work correctly. They must also provide at least 100 mA to the receiver.

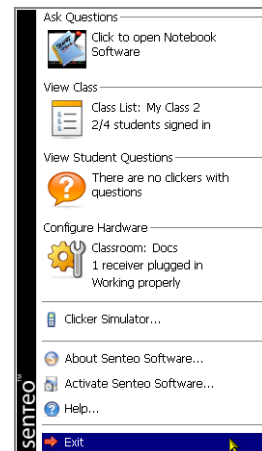


## Renaming the Classroom

When you installed Senteo software, you assigned a classroom name to the receiver's network (see page 4 and page 7). If you move the Senteo hardware to another location, you can use the following steps to change the classroom name.

### To change the classroom name

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.
2. Click the **Students** tab (Windows operating systems) or button (Mac operating systems) if it isn't already selected.  
The *Students* page appears.  
**NOTE:** You can't change the classroom name if the receiver is on. To turn the receiver off, click **Off (Power Save)**.
3. Click **Edit > Classroom Information**, or click the blue underlined text beside Classroom Name.  
The *Classroom Name* dialog box opens.
4. Type a new name into the text box, with a maximum of eight characters, and click **OK**.



# Section 2: Managing Senteo System Hardware

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Senteo Manager is your primary tool for checking the receiver and clicker status, evaluating student performance, selecting the mode of operation, managing class lists, starting and stopping sessions, and viewing historical information about students and clickers.

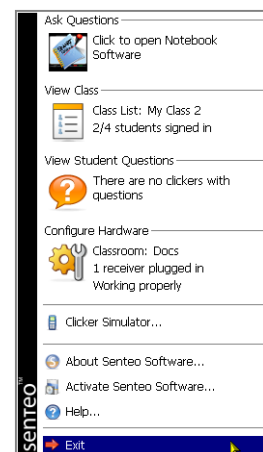
**NOTE:** You can safely close Senteo Manager while clickers are connected and question sets are running. You can restart the manager at any time from the Windows notification area or Mac menu bar, or by clicking **Senteo > Senteo Manager** in Notebook software.

## Checking the Receiver

If you have installed the receiver using the procedure on page 6, you are ready to start a class session. You can check the communication status at any time using the following procedure.,

### To check the receiver status

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Configure Hardware**.
2. Click the **Receivers** tab (Windows operating systems) or button (Mac operating systems) if it isn't already selected.
  - If a message that reads "The Senteo Receiver is working properly" appears, the Senteo receiver is connected and in one of the "On" modes.
  - If a message that reads "The Senteo Receiver is in Off (Power Save) mode." appears, the receiver is connected and working properly, and is ready to be switched to an "On" mode.
  - If a message that reads "No receivers are detected" appears, check the receiver's USB connection or repeat the procedure on page 6.



## Selecting Receiver Channels

Senteo software tells the receiver to scan all sixteen available channels and select one automatically based on the signal strength and quality. The software selects the channel when you switch the receiver to an "On" mode. The selected channel number appears at the bottom of the *Receivers* page. When the receiver is off, the channel is unassigned.

If you suspect that there is another device interfering with the channel Senteo software has selected, you can also use Senteo Manager to check the channel quality and manually select a channel using the following procedure.

## To check channel quality or manually select a receiver channel

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Configure Hardware**.
2. Click the **Receivers** tab (Windows operating systems) or button (Mac operating systems) if it isn't already selected.
3. Click the options arrow beside the **Status** button and select the **Off (Power Save)** option. If the receiver is in this mode already, go to step 4.  
A message appears on the clickers indicating that the class is over and the clickers are turning off.  
**NOTE:** The receiver must be in the Off (Power Save) mode before you proceed.
4. Click the **Channel Options** text in the lower-right of the page.  
The *Receiver Channel Options* dialog box opens listing the signal quality and Network ID of channels 11 through 26. To manually refresh the list, click **Refresh**.
5. To manually select a channel, click the desired channel, and then click **Apply**.  
The *Receivers* page displays the selected channel.  
If you want to return Senteo Manager software to automatic selection later, click **Auto Channel Selection** in the *Receiver Channel Options* dialog box.
6. Click **OK** to close the dialog box.

## Selecting the Operating Mode

Before you start a class session, you must decide in which of two modes you want the system to operate; On (Anonymous mode) and On (Sign In Required) mode. The following table summarizes the characteristics of each mode.

Anonymous Mode	Sign In Required Mode
You can operate the system without a class list.	You must operate the system with a class list that identifies each student by name and a unique ID number.
Students can connect their clickers without identifying themselves.	Students can connect their clickers but must log on with their assigned ID number.
Under the teacher's control, students may see their own scores but can't see any other students' scores.	Under the teacher's control, students may see their own scores but can't see any other students' scores.
Teachers can see how many clickers are connected.	Teachers can identify individual students as they connect and log on with their clickers.
Teachers can see, export and print the total class score.	Teachers can see, export and print the total class score.
Teachers can see, export and print total scores for each question.	Teachers can see, export and print total scores for each question.
Teachers cannot identify students' names or their individual scores.	Teachers can see, export and print each student's score for each question and their total score.



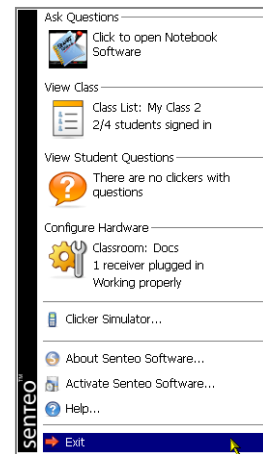
## Starting in On (Anonymous) Mode

You don't require a class list to operate the Senteo system in On (Anonymous) mode.

**NOTE:** If you start a question set with the **Remember names** option selected (see page 27), a dialog box appears asking you to disable the option or return to Senteo Manager software to restart the session in On (Sign In Required) mode.

### To start in On (Anonymous) mode


1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.  
If the *Students* page doesn't appear automatically, click the **Students** tab (Windows operating systems) or button (Mac operating systems).
2. Click the options arrow beside **Status** and select the **On (Anonymous)** option.  
The receiver's power LED flashes and then turns solid green, and the receiver's transmit LED flashes green. After a short delay, a "Senteo is ready to use" message appears, indicating that the clickers can be turned on.



## Starting in On (Sign In Required) Mode

Before you can start the Senteo system and connect the clickers in this mode, you must open a class list. If you don't have a class list, go to page 12 for procedures for creating or importing class lists.

### To start in On (Sign In Required) mode

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.  
If the *Students* page doesn't appear automatically, click the **Students** tab (Windows operating systems) or button (Mac operating systems).
2. Select **File > Open Class List** or click .
3. Browse to and select the .classlist file that you want to use, and then click **Open**.  
A list of students and their status appears.
4. Click the options arrow beside the **Status** button and select the **On (Sign In Required)** option.  
The receiver's power LED flashes, and then turns solid green, and the receiver's transmit LED flashes green. After a short delay, a "Senteo is ready to use" message appears, indicating that the clickers can be turned on.



# Managing Class Lists

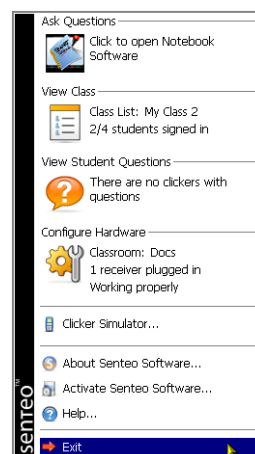
You can use Senteo Manager software to create, import or modify class lists.

**NOTE:** You can't create, import or modify class lists while a question set is in progress.

## Creating Class Lists

### To create a class list

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.  
If the *Students* page doesn't appear automatically, click **Students**.
2. Select **File > New Class List** or click .
3. Select **Edit > Add Student** or click .
4. Type a student's name into the **Name** boxes.  
The last name is optional.
5. Type a unique number of up to fifteen digits into the **ID** box.
6. Type the student's e-mail address into the **E-mail Address** box (optional), and click **OK**.
7. Repeat steps 3 through 6 for each student.
8. Select **File > Save Class List As** and type a file name for your class list.
9. Select a folder for the class list file, and click **Save**.



## Importing Class Lists from Microsoft Excel™ (Windows Operating Systems, Only)

If you use Microsoft Excel to maintain student rosters, you can import an .xls file into Senteo Manager software to create a class list.


**NOTE:** You may find it easier to copy the list of names into a new Excel spreadsheet.

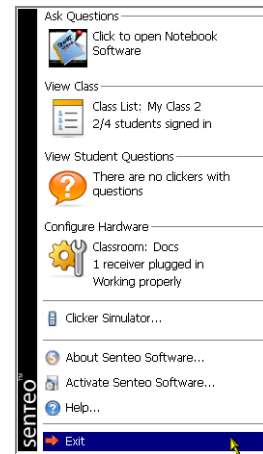
### To create a class list in a Microsoft Excel spreadsheet

1. Open the spreadsheet listing your student names in Microsoft Excel.
2. Insert a blank row at the top of the spreadsheet, if it doesn't already have one.
3. In the first cell (A1) type **ID Number**.
4. In the first cell of the second column (B1) type **First Name**.
5. In the first cell of the third column (C1) type **Last Name**.
6. Arrange the student's first and last names into columns 1 and 2, directly below the headings.
7. Type each student's unique ID number into the first column, and then save the spreadsheet.

	A	B	C	D
1	ID Number	First Name	Last Name	
2	12345	David	Jones	
3	67890	Jane	Doe	
4	56789	John	Swartz	
5	34567	Mary	Smith	
6				
7				
8				
9				

## To import a class list from Microsoft Excel



1. Click the **Senteo** icon in the notification area and select **View Class**.  
The *Senteo Manager* window appears displaying the student list.
2. Select **File > Import Class List From > Excel** or click .  
The *Open* dialog box appears.
3. Browse to the Excel spreadsheet file, select it and click **OK**.  
After a short delay, the list of names from your Excel spreadsheet appears in the *Students* page.
4. Select **File > Save Class List As**.
5. Browse to a destination folder, type a file name for the class list, and click **OK**.

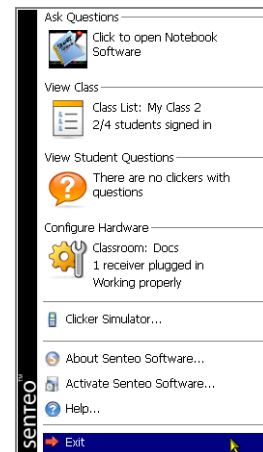


## Modifying Class Lists

### To modify student information

You can modify student information in Off (Power Save) mode and in On (Sign In Required) mode. You can't modify student information while a question set is running.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list. If the *Students* page doesn't appear automatically, click **Students**.
2. Right-click the student name and select **Student information**, double-click the student name, or select the student name and click .  
The *Student Information* dialog box appears.
3. Make the desired changes and click **OK**.
4. Repeat steps 2 and 3 for other names, as required.
5. Select **File > Save Class List** or click .






### To add a student to a class list

**NOTE:** You can add students in Off (Power Save) mode and in On (Sign In Required) mode.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.

The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.




If the *Students* page doesn't appear automatically, click **Students**.

2. Select **File > Open Class List** or click the .
3. Select **Edit > Add Student** or click  button.  
The *Add Student* dialog box appears.
4. Type a student's name into the **Name** text boxes.  
The last name is optional.
5. Type a unique number of up to fifteen digits into the **ID** box.
6. Type the student's e-mail address into the text box (optional), and click **OK**.
7. Repeat steps 3 through 6 for each new student.
8. Select **File > Save Class List** or click .

### To remove a student from a class list

You can remove students from a class list in Off (Power Save) mode only. You can't remove students from a class list while in On (Sign In Required) mode or when a question set is running.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.  
If the *Students* page doesn't appear automatically, click **Students**.

2. Select **File > Open Class List** or click .
3. Select the student you want to remove and click **Edit > Remove Student** or click .
- A dialog box appears asking you to confirm the deletion.
4. Click **OK**.
5. Repeat steps 3 and 4 for each student.
6. Select **File > Save Class List** or click .



# Connecting and Disconnecting the Clickers

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## Connecting Clickers in On (Anonymous) Mode

**NOTE:** In this mode, each student must know the classroom name.

When the “Senteo is ready to use” balloon message appears, tell your students to follow these steps:

1. Press the **Power** button on the clicker for one second.  
A message appears asking if you want to join the last class the clicker was connected to, or find a different class.
2. Press the **Down** button to select **Find a class**, and press **Enter**.  
The clicker scans for classes, and then displays a list of classes within range.
3. Press the **Up** and **Down** buttons to select the correct class, and then press **Enter**.  
A welcome message appears. When all the students are connected, you are ready to start asking questions.

## Connecting Clickers in On (Sign In Required) Mode

**NOTE:** In this mode, students must know the classroom name and the unique ID number you assigned to them when you created the class list. See steps 4 and 5 on page 12.

When the “Senteo is ready to use” balloon message appears, tell your students to follow these steps:

1. Press the **Power** button on the clicker for one second.  
A message appears asking if you want to join the last class the clicker was connected to, or find a different class.
2. Press the **Down** button to select **Find a class**, and press **Enter**.  
The clicker scans for classes, and then displays a list of classes within range.
3. Press the **Up** and **Down** buttons to select the correct class, and then press **Enter**.  
A connecting message appears, followed by a message asking for an ID number.
4. Press the number buttons to enter your ID number, and press **Enter**.  
A message appears asking you to confirm your name.
5. Press the **Enter** button to connect.  
A welcome message appears.

When all the students are connected, you are ready to start asking questions. Refer to page 18 for information about using SMART Notebook software to ask questions and create question sets.

### NOTES

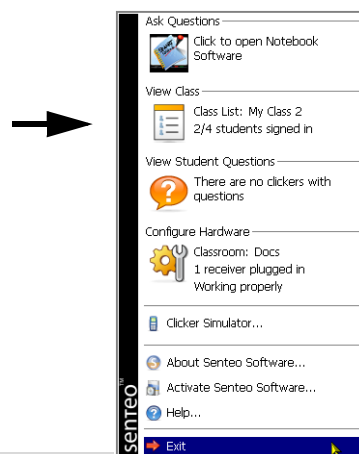
- When a student uses an ID that isn’t in the current class list, a message appears on the clicker that reads “Unknown ID, Sign in?”. Pressing **Y** logs the student on in Anonymous mode. The anonymous student’s clicker appears in Senteo Manager software’s *Clickers* page and in the *Students* page. You can then add the student to the class list. See page 13 for more information about editing class lists.
- If two students log on with the same ID, the first student is logged off and “You signed in on another clicker” appears on the clicker’s display.

## Disconnecting the Clickers

You can disconnect and turn off all clickers simultaneously. However, you can't use Senteo Manager software to disconnect the clickers while a question set is running.

### To disconnect all clickers using Senteo Manager software

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears displaying the class list.
2. Stop your question set, if it is running.  
If a question set is running, a "Questions in Progress" message appears beside the classroom name.
3. Click the **Status** button and select the **Off (Power Save)** option.  
A message appears on the clickers indicating that the class is over, and the clickers are turning off. The power, transmit and receive LEDs on the receiver turn off.



### To disconnect individual students' clickers

Students can disconnect their clickers simply by pressing the **Power** button for one to two seconds. If they turn off their clickers while a question set is running, students can turn the clickers back on, log on and rejoin a question set in progress without losing the answers they had previously entered.

If students connect to the wrong class, ask them to log off by pressing the **Menu** button, selecting **Sign out**, and then pressing the **Enter** button. They can then connect and log on to the correct class without turning off their clickers.

# Section 3: Using the Senteo System with Notebook and PowerPoint Software

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## About SMART Notebook Software

Use Notebook software to save notes written on a SMART Board interactive product or at your computer as a series of pages. You can also use Notebook software to create a presentation that's full of colorful clip art, Macromedia Flash objects, graphics and text from a variety of sources. You can then present that Notebook file, keeping your audience's attention as you move and interact with these objects. When your audience provides comments and suggestions, write their input on a Notebook page using the pen tray tools or the pen buttons in Notebook software.

Because Notebook software works on many platforms, you can share files created on a Windows computer with people who use a Mac computer. You can share your Notebook file as a cross-platform HTML, PDF or .notebook file, or as a series of image files.

## Notebook Software with Senteo Software

SMART's addition of Senteo software to Notebook software means that you can create question sets, import questions from Microsoft Word or XML files and start and stop question sessions directly from Notebook software. You can export the class' and individual student's results to a Microsoft Excel file or an HTML page. Using Senteo software's printing feature, you can also create handout materials, copies of the questions and marked results pages for each student and for the class.

This section introduces the Senteo software features of Notebook software. For more information about using other features of Notebook software, refer to Notebook software's online Help or the SMART Web site.

# Using Notebook Software to Ask Questions and Create Question Sets

Notebook software features five types of questions that you can ask either individually or grouped as question sets. You can also add notes to questions that appear when you print the question results.

## Question Types

Question Type	Description
Yes or no	Students must use the <b>Y</b> or <b>N</b> buttons to answer a question. You can also choose the <b>Opinion</b> option allowing any answer.
Multiple choice	Students must use a single button, <b>A</b> through <b>J</b> , to answer the question. Select from 2 to 10 answers for a question. You can also choose the <b>Opinion</b> option allowing any answer.
Number, fraction or decimal	Ask a question with a numeric answer using whole numbers, fractions or decimals.
True or false	Students must use the <b>T</b> or <b>F</b> buttons to answer a question. You can also choose the <b>Opinion</b> option allowing any answer.
Multiple answer	Students use the <b>A</b> through <b>J</b> buttons to select the correct combination of answers to the question. Select from 2 to 10 answers for the question. You can also choose the <b>Opinion</b> option allowing any combination of answers.

## Asking Questions with Notebook Software

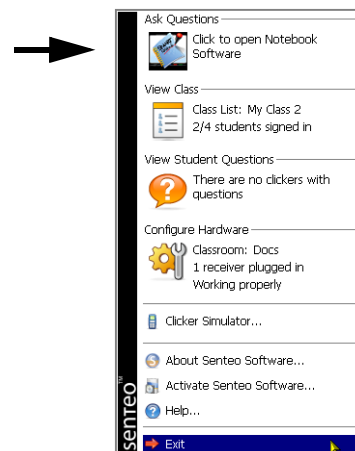
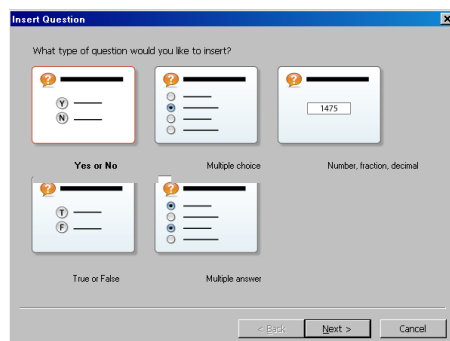
You can use Notebook software to create individual questions that you can ask students, and then collect their answers.

### To add a question using the *Insert Question* wizard

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Ask Questions**.

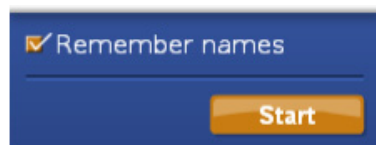
2. Select **Senteo > Insert Question** or click  .

The *Insert Question* wizard appears.





3. Select the thumbnail for the desired question type, and click **Next**.
4. Type the question into the text box, and click **Next**.
5. For *Yes or No*, and *True or False* questions, select the correct answer, or the *Opinion* option.  
For *Number*, *fraction* questions, type the correct answer.  
For *Multiple choice* or *Multiple answer* questions, select the number of answers, type the answers into the text boxes, click **Next** and then select the correct answers or the *Opinion* option.
6. Click **Finish**.  
Your question appears in the Notebook page with this dialog box in the top-right corner.




You can use Notebook software's tools to add images or Flash objects from the Notebook Gallery, if desired.

7. If you don't want to track each student's answers, or if the clickers are in Anonymous mode, clear the **Remember names** check box.  
**NOTE:** If you create another question on a new Notebook page, a message appears asking if you want to add a title page to the questions, which will group them together.

### To collect question responses

**NOTE:** Make sure that all student's clickers are connected before asking questions (see page 15 for more information).

1. Click the **Start** button on the Notebook page.  
A message appears on the clickers asking the students to respond with their answers.
2. When all students have answered, click **Stop**.  
The class results appear on the page.  
**NOTE:** Notebook software stores the results in your document. Remember to save your document after collecting responses.
3. To ask the same question again, right-click on the Notebook page, and select **Clear**.  
If there are other questions in your document, a message appears asking if you want to clear them all.
4. If you want to save the question as a .notebook file, click **File > Save** (or **Save As**) or click .  
A *Save As* dialog box appears. Browse to a destination folder, type a file name for the .notebook file and click **Save**.

## Creating Question Sets with Notebook Software

When you ask individual questions, you can view and collect results data for each question. By creating question sets, you can collect results for a set of questions at the same time. You can print and hand out the question set so that students can answer the questions at their own pace.

**NOTE:** You can install Senteo software on a computer that isn't connected to a receiver and create question sets that you can later copy to and run on the computer system in your classroom.

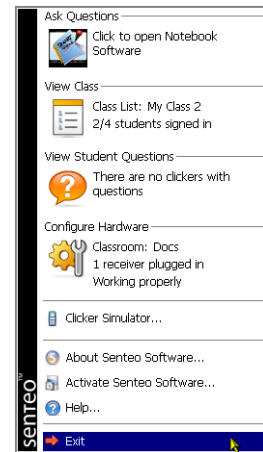
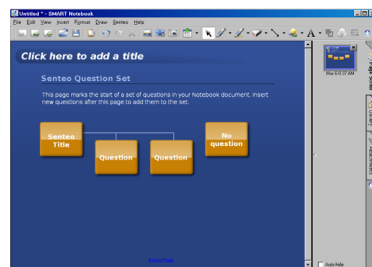
### To create a question set

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Ask Questions**.

Notebook software appears with a blank page.

2. Select **Senteo > Insert Title Page**.

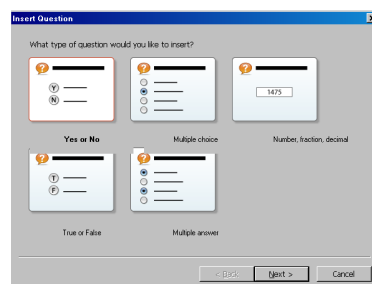
This Notebook page appears.



3. Select the top row of text and type a title for your question set.

4. Select **Senteo > Insert Question** or click  .

The *Insert Question* wizard appears.

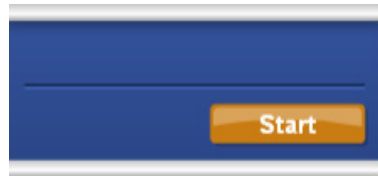


5. Select the thumbnail image for the desired question type, and click **Next**.
6. Type the question into the text box, and click **Next**.
7. For *Yes or No*, and *True or False* questions, select the correct answer, or the *Opinion* option. For *Number, fraction* questions, type the correct answer.

For *Multiple choice* or *Multiple answer* questions, select the number of answers, type the answers into the text boxes, click **Next** and then select the correct answer or the *Opinion* option.

You can use Notebook software tools to add images or Flash objects from the Notebook Gallery, if desired.


Your question appears in an individual Notebook page with this object in the top-right corner.



8. Repeat steps 4 through 7 until you have added all your questions.

9. Select the title page in the **Page Sorter**.

The title page changes to show options and a Start button.

10. Select **File > Save** (or **Save As**) or click .

The *Save As* dialog box appears.

11. Browse to a destination folder, type a file name for the .notebook file, and click **Save**.

You can run the question set on this computer, or copy the .notebook file to any computer that has Senteo software installed. For more information, see page 17.

**NOTE:** You can't run a question set .notebook file on a computer with standard Notebook software installed. You must have Notebook software that includes Senteo software.

To print the questions as a student handout, see page 25.

## Importing Questions from Microsoft Word

When importing questions from a Microsoft Word document, Senteo software's conversion software uses a variety of techniques to identify which paragraphs are questions, which are possible answers and what type of question to create. Its most basic technique is to look at the numbering of the paragraphs. The software also looks for key words when parsing the paragraphs. The software then converts the paragraphs into question set Notebook pages.

The text below shows examples of five questions formatted so that Senteo software can easily convert them to question pages. Notice that the last question isn't numbered, but Senteo software can successfully create a question by recognizing a key word.

**NOTE:** Senteo software can't provide the correct answers to the imported questions.

### Example Word Document Question Formats

1. According to the U.S. Census Bureau, the majority of poor children live in:
  - a. urban areas
  - b. suburban areas
  - c. rural areas
  
2. Can you fill a 10 L aquarium with five 2 L pitchers of water?  
Yes  
No
  
3. True or false: Half of all even whole numbers are divisible by 4.  
True  
False
  
4. Let  $x = 3$ . Compute  $y$  from the equation below.  
 $y = 20 - 4x$   
Answer: \_\_\_\_\_

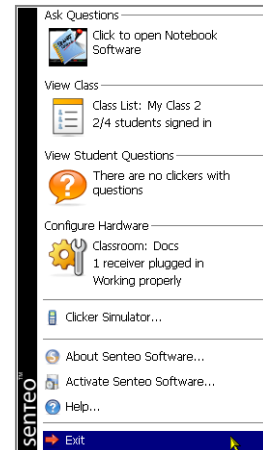
Which Native American group lived in the highlighted area on the map?

- a. Kwakwaka'wakw
- b. Sioux
- c. Iroquois


## To import questions from a Microsoft Word document

**NOTE:** Ensure that the questions in your Microsoft Word document are formatted like the example on the previous page before you begin this procedure.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Ask Questions**.  
A blank Notebook software page opens.
2. Select **Senteo > Import Question From > Microsoft Word**.
3. Locate and select the Word document, and click **Open**.  
A progress bar appears, followed by the title page for the new question set.
4. In the **Page Sorter** view, select the first question page.
5. Edit and customize the page, as required.  
Check the question carefully to verify that the conversion process was accurate.
6. Repeat steps 4 and 5 for all questions in the set.



## To set the answers for imported questions

1. In the **Page Sorter** view, select the first question page.
2. Select **Senteo > Set Answer**.  
The *Set Answer* dialog box appears.
3. Type or select the correct answer(s) from the options, and click **OK**.
4. Repeat steps 1 through 3 for all questions.
5. Select **File > Save** (or **Save As**) or click .  
The *Save As* dialog box appears.
6. Browse to a destination folder, type a file name for the .notebook file, and click **Save**.  
You can run the question set on this computer, or copy the question set .notebook file to any computer that has Senteo software installed.

**NOTE:** You can't run question set .notebook files on a computer with standard Notebook software installed. You must have Notebook software that includes Senteo software.

## Importing Questions from XML or SQZ Files

Senteo software includes an import feature to convert questions from XML files in ExamView® format or SMART SynchronEyes® SQZ files into question sets. Senteo software uses the tags in the XML and SQZ files to extract questions, answers and correct responses, and then converts the information into question set pages.

### To import questions from an XML or SQZ file

**NOTE:** You must have an ExamView formatted XML file or a SynchronEyes SQZ file before you can perform this procedure.

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Ask Questions**.

A blank Notebook software page opens.

2. Select **Senteo > Import Question From > XML**.

3. Locate and select the XML or SQZ file, and click **Open**.


A progress bar appears, followed by a the title page for the new question set.

4. In the **Page Sorter** view, select the first question page.

5. Edit and customize the page, as required.

Check the question carefully, including the correct answer, to verify that the conversion process was successful.

6. Repeat steps 4 and 5 for all questions in the set.

7. Select **File > Save** (or **Save As**) or click .

The Save As dialog box appears.

8. Browse to a destination folder, type a file name for the .notebook file, and click **Save**.

**NOTE:** You can't run question set .notebook files on a computer with standard Notebook software installed. You must have Notebook software that includes Senteo software.

## Printing from Notebook Software's Senteo Menu

You can print a variety of information from the Notebook software Senteo menu. You can create and include header, footer and date information, and select a page range to print.

Print Option	Description
Thumbnails	Prints from one to six full-color reduced images of each question set page on one page. You can choose to include page numbers, image borders and question page titles.
Handouts	Prints from one to three full-color reduced images of each question set page together with ruled lines for note taking on one page. You can choose to include page numbers, image borders and question page titles.
Full page	Prints one full-color image of each question set page on a page. You can choose to include page numbers.
Questions	<p>Prints several question set questions on a page. If the question page doesn't have any objects or images, the questions appear on the page in text-only format. If there are objects on the question page, a full-color thumbnail of the question appears. You can choose to include page numbers.</p> <p>In the <b>Print Preview</b> view, you can click the question to toggle from thumbnail to text-only format.</p>
Results	<p><b>NOTE:</b> This option is only available after stopping a question or question set.</p> <p>Prints several question set questions on a page. If the question page doesn't have any objects or images, the text only appears on the page. If there are objects on the question page, a full-color thumbnail of the question appears.</p> <p>The correct answer and the student's response appears beside each question, and the total score appears at the top of the first page. You can choose to include page numbers.</p> <p>You can print a results summary for all students in the class list, or you can print the results for select students.</p>

# Using the Senteo System in the Classroom

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## Before Class Begins



### Safety Tips for Teachers

When using the Senteo system with a SMART Board interactive whiteboard and a projector:

- Tell students not to look directly at the light beam from the projector. Instead, encourage them to keep their back to the projector when working at the interactive whiteboard. Before they turn to face the class, they should take a big step (or even two) sideways.
- Make sure you don't look directly into the light beam from the projector. Keep your back to the class when you write over a projected image. Step to the side of the interactive whiteboard before you turn and face the class.
- Tell your students not to touch the projector, as it can become extremely hot during normal operation.
- Don't use a chair to increase a student's reach. If your students can't reach the top of the interactive whiteboard, lower it. You may need to remount a wall-mounted unit to a lower position. If your interactive whiteboard is mounted on a floor stand, lower it with the help of another adult.
- Tell students not to run in the vicinity of the floor stand, as they may trip over the floor stand's feet.

When you use Notebook software to ask questions, Senteo software uses the options you set in Senteo Manager software to control how students use their clickers. We recommend that you follow the steps below before each class.

### To start Senteo Manager software

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.
2. Open a class list, if required.  
Refer to the following tables and information on page 10 to decide if you need to open a class list.
3. Click the options arrow beside the **Status** button and select the desired option.

## Choosing a Startup Sequence

You can turn on the receiver before or after you start your questions. Use the following tables to help decide your preferred sequence.

**NOTE:** If the Senteo system is in Off (Power Save) mode when you plug in a receiver, Senteo Manager software turns the receiver on automatically.



## Turning On the Receiver *Before* Starting Questions

The following table shows what to expect if you turn on the receiver (using Senteo Manager software) before starting a question set.

Option Selected	Description
No class list open in Senteo Manager software. <i>Remember names</i> option selected in question set.	The Senteo system starts in On (Anonymous) mode. A message appears asking you to disable the <b>Remember names</b> option, or go to Senteo Manager software to load a class list and turn on the receiver in On (Sign In Required) mode.
Class list open in Senteo Manager software. <i>Remember names</i> option selected in question set.	The Senteo system starts in On (Sign In Required) mode. Notebook software records individual student results.
No class list open in Senteo Manager software. <i>Remember names</i> option deselected in question set.	The Senteo system starts in On (Anonymous) mode. Notebook software doesn't record individual student results.
Class list open in Senteo Manager software. <i>Remember names</i> option deselected in question set.	The Senteo system starts in On (Sign In Required) mode. Notebook software doesn't record individual student results.

## Turning On the Receiver *After* Starting a Question Set

When you click the **Start** button in a Notebook page and Senteo Manager software is in Off (Power save) mode, Notebook software signals Senteo Manager software to turn on the receiver. The following table shows what to expect if you start a question set before turning on the receiver.

Options Selected	Description
<i>Remember names</i> option selected in question set. No class list open in Senteo Manager software.	A message appears asking you to disable the <b>Remember names</b> option, or go to Senteo Manager software to load a class list and turn on the receiver in On (Sign In Required) mode.
<i>Remember names</i> option selected in question set. Class list open in Senteo Manager software.	Notebook software signals Senteo Manager software to turn on the receiver in On (Sign In Required) mode, using its current class list.
<i>Remember names</i> option deselected in question set. Class list not open in Senteo Manager software.	Notebook software signals Senteo Manager software to turn on the receiver in On (Anonymous) mode.
<i>Remember names</i> option deselected in question set. Class list open in Senteo Manager software.	Notebook software signals Senteo Manager software to turn on the receiver in On (Sign In Required) mode, using its current class list. Students must sign in, but Notebook software doesn't collect student results.

## Using the Clickers

Before asking questions, review the clicker's operation with the students.

### Clicker Buttons and Features



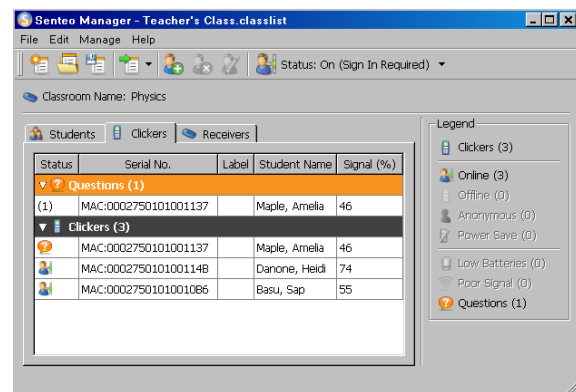
Clicker Button	Description
Power	Press for one second to turn the clicker on. Press for one to two seconds to turn the clicker off.
Selection	Scroll up and down option lists.
True/False	Answer true or false questions.
Alphanumeric	Answer multiple choice and numeric questions.
+ / -	Make a numeric answer positive or negative.
Enter	Make or confirm a selection.
Ask Question	Alert teacher or to ask a question. See next page for details.
Menu	Open clicker menu. See the table on the next page for details.
Delete	Delete alphanumeric characters entered.
Fraction/Decimal	Create fractional or decimal numeric answers.

## Receiving Student Questions

A student can request the teacher's attention at any time by pressing the **Ask Question** button on their clicker. Senteo Manager software displays the student's name in the *Questions* list above the *Clickers* list on the *Clickers* page. An anonymous student's clicker displays "Not logged on" in the *Questions* list.

The total number of students with questions appears in the *Legend* area of the *Senteo Manager* window.

To clear the question from Senteo Manager software, select the clicker in the *Questions* list, and then click **Manage > Clear Question** or right-click the student name and select **Clear Question**.



## Using the Menu Button

Students can press the **Menu** button at any time to log off the session or to modify the clicker's settings. The following options are available in the menu:

Option	Description
Sign Out	Press to log off a class without turning off the clicker.
Language	Press to select the language displayed on the clicker's LCD panel.
Contrast	Press to lighten or darken the clicker's LCD panel. Use the <b>Up</b> and <b>Down</b> arrows to increase or decrease the contrast.
Device info	Press to display the clicker's MAC address and firmware version.
Advanced	You must have a valid security code to open this menu. Your customer support representative may provide the code to help troubleshoot clicker problems.

## Starting a Question Set

Before starting a question set, check that the receiver is connected and ready. Refer to page 9 for more information.

### To open and start a question set

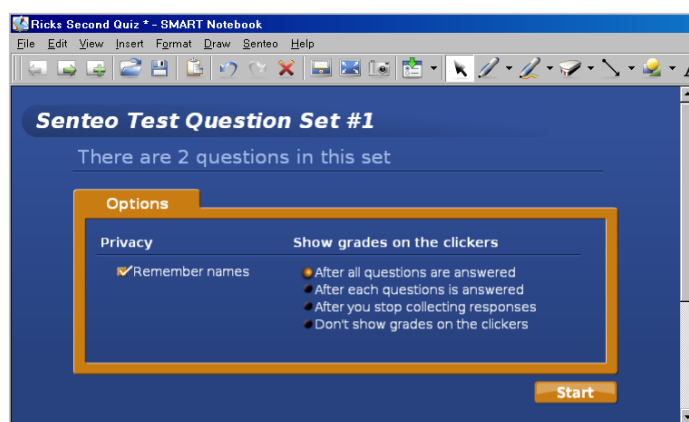
1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Ask Questions**.

A blank Notebook software page appears.

2. Select **File > Open**.

3. Select the Notebook file with your questions, and click **Open**.

A question set title page similar to this example appears.



4. Choose the **Privacy** and **Show grades on the clickers** options.


The following table details each option.

Option	Description
Remember names	When Senteo Manager software starts the receiver in On (Sign In Required) mode, Notebook software collects results for each student.  If you deselect this option, Notebook software doesn't collect student results.
Show grades on clickers after all questions are answered	The clicker shows how the students answered and their grade after they finish answering all questions.
Show grades on clickers after each question is answered	The clicker shows how the students answered after each question, and shows their grade after they finish answering all questions.
Show grades after you stop collecting responses	The clicker shows how the students answered after you click the <b>Stop</b> button. The grade isn't displayed.
Don't show grades on clickers	The clickers don't show results or grades.

5. If the students haven't connected their clickers, have them do so now. See page page 15 for instructions.

6. Click the **Start** button.

The title page changes to a progress page showing a graph of the percentage of total student answers for each question.

7. If you are projecting the questions on a wall screen, you can control the students' progress by selecting each question page in turn. If you provided printed student handouts (see page 25), they can control their own pace.
8. Click the **Stop** button to end the session.  
**NOTE:** Notebook software stores the results in your document. Remember to save your document after collecting responses.
9. Select **File > Save** (or **Save As**) or click .

## Using Instant Questions


Use the *Instant Question* feature to introduce the Senteo system to your students. When you use Instant Questions, you are unable to type a question, and you can't assign a correct answer. You can ask questions verbally, by writing on a whiteboard or by typing the question and adding objects directly into the Notebook page.

### To ask individual questions using the *Instant Question* feature

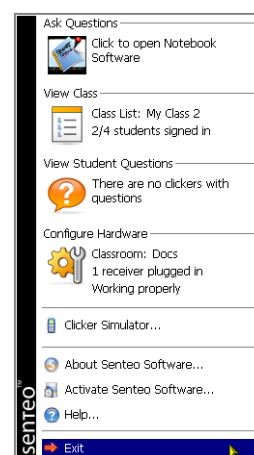
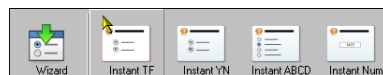
**NOTE:** Make sure that all student's clickers are connected before asking instant questions (see page 15 for more information).

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **Ask Questions**.

A blank Notebook software page appears.

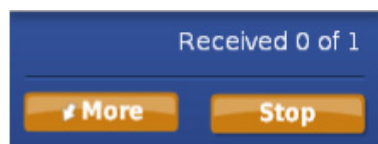
2. Click the option arrow to the right of  (Windows operating systems) or click and hold the button (Mac operating systems).


This option list appears.



3. Select the desired **Instant** question button.

A Notebook page appears showing the possible answers to the question and the following dialog box in the top-right corner. The question starts automatically, and appears on the clickers.



4. When all students have answered, click **Stop**.  
A dialog box appears showing the class results.
5. To save the results, click **File > Save** (or **Save As**) or click .

To ask the same type of question again, click **Clear**.

To add another question without clearing the results of the previous question, don't click **Clear** and repeat steps 2 through 4.

## Viewing, Printing and Exporting Results

If you save your Notebook file after asking questions, or after running a question set, you can reopen the file at any time to view the results. You can print a variety of information, including question results, using Notebook software's *Senteo Print* menu, as shown on page 25.

You can also export the results to a Microsoft Excel spreadsheet, or to an HTML page for viewing on a Web browser.

**NOTE:** You can only print or export results after stopping the question or question set. Clearing the results after stopping the question permanently deletes the information, so you can't print or export the results. After saving and closing the .notebook file, you can reopen the file and print or export the results.

### To export results to a file

1. Stop the question or question set, if it is still running.  
Don't clear the results.
2. Select **Senteo > Export results to > Microsoft Excel**.  
OR  
Select **Senteo > Export results to > Web Page (HTML)**.  
The Save As dialog box appears.
3. Select a destination folder, type a file name and click **Save**.  
Either Microsoft Excel or your default Web browser opens, showing the exported file.

# Using the Senteo System with Microsoft PowerPoint

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## Senteo Software Integrated with PowerPoint

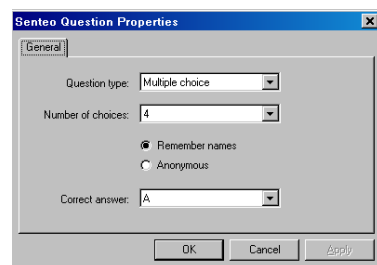
If you install Senteo software onto a computer that has Microsoft PowerPoint presentation software installed, a *Senteo Question* option appears in the PowerPoint *Insert* menu. You can use this option to create and then run questions from within PowerPoint. You can also add Senteo software question tools to existing PowerPoint presentations, saving you time if you already have your questions in a presentation.

The following procedures show how to use Senteo software with PowerPoint to create and ask questions.

**NOTE:** You don't require SMART Notebook software to use Senteo software with PowerPoint.

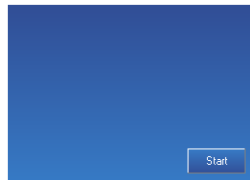
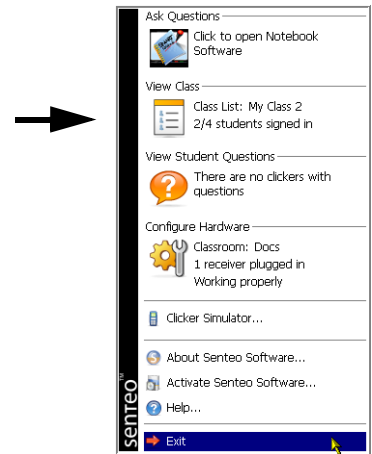
### To create questions in PowerPoint

1. Start **PowerPoint** software and open a new PowerPoint presentation.
2. Select **Insert > New Slide** and select a suitable page layout for your question.
3. Select **Insert > Senteo Question**.  
A *Senteo Question* object appears in the slide's bottom-right corner.
4. Right-click the question object and select **Senteo Question Object > Properties**.  
The *Senteo Question Properties* dialog box appears.
5. Select the question type. The five options are:
  - Multiple choice
  - Yes/no
  - Number/fraction/decimal
  - True/false
  - Multiple answer
6. Select the other options and type the answer in the **Correct answer box** as required for the question type selected.  
For multiple answer questions, put all answers in a line in the **Correct answer** text box.
7. Select **Remember names** or **Anonymous** mode, and click **OK**.
8. Add text and objects to the slide, as required.
9. Repeat steps 2 through 8 for all questions.
10. Save the presentation and close PowerPoint.



## To run PowerPoint questions

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.  
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.
2. If you selected the *Remember names* option, open a class list.  
Refer to page 11 for more information.
3. Start PowerPoint and click **File > Open**, select your presentation and click **Open**.
4. Select **Slide Show > View Show** or press **F5** to start the PowerPoint presentation.  
PowerPoint software signals Senteo Manager software to turn on the receiver, if it isn't already on.
5. If the students aren't yet connected, tell them to turn on their clickers and log on.
6. Click the **Start** button on the blue PowerPoint object.



The question's answer options appear on the clickers and responses are counted in the blue box as students submit answers.

7. Click **Stop**.  
The results graph appears on the blue PowerPoint object.
8. Click **Clear**.  
PowerPoint inserts a new slide displaying the question results.
9. Press **Page Down**, to view the results slide.
10. Press **Page Down**, to advance to the next question.
11. Repeat steps 6 through 10 until you've asked all the questions.
12. Press **ESC** to stop the presentation, and then click **File > Save** to save the presentation with the results slides.



# Section 4: Maintaining the Senteo Interactive Response System

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## Preventing Component Damage

- Don't use sharp or pointed objects, such as ballpoint pens or pointers, to press the clicker buttons.
- Never use abrasive erasers or harsh chemicals when cleaning.
- Avoid setting up and using your system in an area with excessive levels of dust, humidity or smoke.

## Cleaning the Receiver and Clickers

With proper care, your Senteo hardware will provide years of trouble-free service. Follow these tips to keep them clean:

- Remove dust with a damp cloth before using a cleaner.
- Clean the unit's surface with a household glass cleaner, such as Windex®, daily, weekly or as required.
- *Do not* spray cleaner directly onto the clicker. Instead, spray a light amount of cleaner on a cloth and then wipe gently.

## Changing Clicker Batteries

Under normal operation, the clicker batteries can operate for up to 200 days. When replacing them, use fresh batteries of the same type and quality, and change both at the same time.

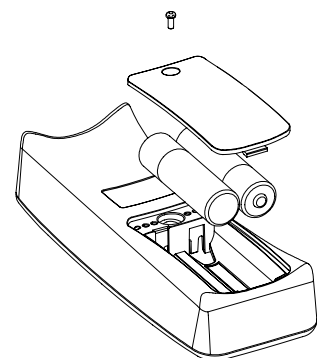
### CAUTION



- Do not install batteries with the polarity (+/–) reversed.
- Do not attempt to recharge the batteries.
- Do not dispose of batteries in a fire or incinerator.
- Dispose of batteries according to the laws and regulations of your region. If you don't know the applicable rules for your region, consult the battery manufacturer.

### To change the clicker batteries

1. Using the provided Phillips® screwdriver, remove the screw from the back of the clicker, and then remove the cover.
2. Remove the exhausted batteries, and dispose of them according to local regulations.
3. Insert new AA batteries as shown.  
The clicker automatically turns on when you insert the batteries.
4. Replace the cover and screw.
5. Verify that the start-up menu appears.
6. Press the **Power** button for one to two seconds to turn the clicker off.

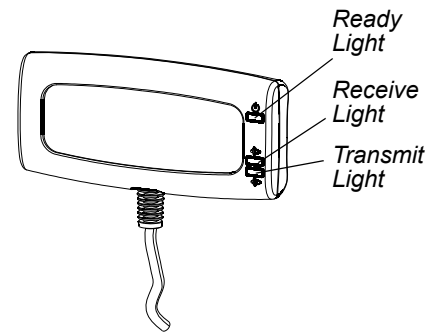


## The Receiver Indicators

The receivers have the following indicators:

- the Ready light
- the Transmit light
- the Receive light

The Ready light LED is in the upper-right corner of the receiver's enclosure. The Ready light indicates the operational states of the receiver module. You can see the Transmit and Receive lights in the lower-right part of the receiver's enclosure. The lights flash green, indicating transmit and receive activity between the receiver and the clickers.



**NOTE:** The following table shows the Ready light's *normal* states. If the light's behavior doesn't match a state listed here, refer to the *Troubleshooting the Receiver* section below.

Ready Light State	Meaning
Off	The receiver is disconnected from the computer, or Senteo Manager software has placed the receiver into Off (Power Save) mode.
Solid red	The receiver has power, but it's not communicating with the computer.
Solid green	The receiver is receiving power and is communicating successfully with Senteo software.

## Troubleshooting the Receiver

### CAUTION



Do not open the receiver or the clicker units to attempt repairs. Refer all service to authorized SMART service personnel.

### Resetting the Receiver

If your Senteo system behaves erratically (possibly because of a static discharge or power fade) you may be able to restore normal operation simply by resetting the receiver.

Reset the receiver completely by disconnecting and then reconnecting the USB cable.

## Troubleshooting Using the Receiver Lights

Should you experience a problem with your receiver, you can use the Ready light, together with the Transmit and Receive lights to troubleshoot it. See page 36 to locate the lights and familiarize yourself with their states during normal operation.

Ready Light	Transmit Light	Receive Light	Receiver State
Red, Green, Yellow	Green	Green	Receiver is starting up. Lights flash in sequence.
Flashing Green	Off	Off	Receiver is scanning radio channels.
Blinking Green	Any state	Any state	Receiver is accepting commands from the computer.
Blinking Red	Any state	Any state	Receiver has rejected a command from the computer.
Green	Constant flashing (approximately 250 ms)	Blinks when it receives data from a clicker	Receiver has power and is communicating with the computer, but isn't receiving commands.
Yellow	Off	Off	Receiver has power, but communication circuits have failed.
Flashing Red	Flashing	Flashing	Manufacturing tests running, receiver isn't operational. All lights flash together.
Flashing Yellow	Any state	Any state	Receiver software checksum failure.
Flashing Yellow	Flashing	Flashing	Receiver software failure (seen just before receiver resets).

## Transporting the Senteo Interactive Response System

If you need to ship your Senteo interactive response system, we urge you to repack it with as much of the original packaging as possible. If you prefer to use your own packaging materials, make sure you adequately protect the product.

# Waste Electrical and Electronic Equipment Regulations

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Waste Electrical and Electronic Equipment regulations apply to all electrical and electronic equipment sold within the European Union.

When you dispose of any electrical or electronic equipment, including SMART products, we strongly encourage you to contact your local WEEE recycling agency for recycling and disposal advice.

Your SMART product required the extraction and use of natural resources for its production. It may contain hazardous substances. By disposing of electrical and electronic equipment appropriately, you lower the impact of these substances upon health and the environment and reduce the pressure on natural resources. Recycling agencies can reuse or recycle most of the materials from your product.

Please think about how you intend to dispose of any product that has a WEEE symbol or accompanying WEEE guidelines.



If you need more information on the collection, reuse and recycling of electrical and electronic equipment, please contact your local WEEE recycling agency.

Alternatively, contact your local reseller or SMART Technologies for information on the environmental performance of our products.

# Customer Support

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## Online Support

[www.smarttech.com/support](http://www.smarttech.com/support)

Visit the SMART Technologies support site to view and download user's guides, "how-to" and troubleshooting articles, software and more.

## Training

Do you need training on your SMART product? Visit <http://www.smarttech.com/trainingcenter> for free training materials and information on our training services.

## Contacting SMART Technical Support

SMART's Technical Support team welcomes your call. However, if you experience difficulties with your SMART product, you may want to contact your local reseller first. Your local reseller may be able to solve the problem without delay.

All SMART products include free telephone, fax and e-mail support.

**Telephone:** +1.403.228.5940 or Toll Free 1.866.518.6791 (Canada/U.S.)  
(Monday to Friday, 7 a.m. – 6 p.m. Mountain time)

**Fax:** +1.403.806.1256

**E-Mail:** [support@smarttech.com](mailto:support@smarttech.com)

**Website:** [www.smarttech.com/support](http://www.smarttech.com/support)

When you phone Technical Support, it will be helpful if you can access your computer during the call. The support representative may ask you for the following information:

- the serial number of your interactive product
- the version of the software that's causing the problem and the version of your computer's operating system (if applicable)

## General Inquiries

**Address:** SMART Technologies Inc.  
1207 – 11 Avenue SW, Suite 300  
Calgary, AB T3C 0M5  
CANADA

**Main Switchboard:** 1.888.42.SMART (toll-free in Canada/U.S.) or  
+1.403.228.0333 (all other countries)

**Fax:** +1.403.228.2500

**E-Mail:** [info@smarttech.com](mailto:info@smarttech.com)

## Warranty

Product warranty is governed by the terms and conditions of SMART's "Limited Equipment Warranty" that shipped with the SMART product at the time of purchase.

## Registration

A User Registration card was included with your SMART product. To help us serve you better, fill in and mail this card to SMART Technologies Inc. or register online at [www.smarttech.com/registration](http://www.smarttech.com/registration).

## Sending Feedback

You can help us improve our documentation by e-mailing your comments to [Documentation@smarttech.com](mailto:Documentation@smarttech.com).

## Obtaining More Information

Visit [www.smarttech.com/support](http://www.smarttech.com/support) to:

- download PDF versions of our user guides, installation instructions and more
- read technical bulletins, FAQs and tips
- troubleshoot a problem
- explore our resource centers to learn about conferencing and room control systems

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**SMART Technologies Inc.**

1207 – 11 Avenue SW, Suite 300

Calgary, AB T3C 0M5

CANADA

[www.smarttech.com/support](http://www.smarttech.com/support)

[www.smarttech.com/contactsupport](http://www.smarttech.com/contactsupport)

Support +1.403.228.5940 or Toll Free 1.866.518.6791 (Canada/U.S.)

Support fax + 1.403.806.1256

